

WIC – Building Healthy & Strong Families

Staff Use of wichealth.org

wichealth.org is a nutrition education webpage tailored to meet the goals of WIC participants in a convenient, flexible, interactive format. It is a form of non-traditional education that will free up clinic time for WIC staff. Participants are able to complete their required nutrition education when they like from wherever they have Internet access. Upon completion of their education they will receive a certificate that can be presented at their next visit, emailed or post mailed to the local agency as proof of completion. Once the interactive follow-up is completed, benefits can be sent to participants if they so choose.

There are a few steps that need to be taken to set up wichealth.org at your local agency in order for the process to run smoothly.

- Each local agency (including the director) should register at www.wichealthsupport.org under ONE account
 - **wichealthsupport.org** provides access for WIC staff to client search, evaluation reports, statistics, frequently asked questions and a blog set up and administered by the creators of the program.
 - To set up an account:
 - Have one person contact help@wichealth.org to set up a staff account
 - When you have received your access information, visit the site www.wichealthsupport.org and log-in.
 - Pull down the menu by your user name. Choose profile and complete the information.
 - Return to account home and change the password communicate this information within agency
- An email account should be set up for your local agency through the county, tribal government or contracting entity.
 - An example might be: wic@riverstonehealth.org
 - Certificates of completion will be e-mailed to this e-mail account. The e-mail address can be the same as is used for e-mail appointment reminders if you are using that option in SPIRIT.
 - Once you have an e-mail address set up, contact Tara Ray at tray@mt.gov. Provide your agency or clinic name and e-mail address as you want it to appear on the list of locations. Participants will use this list to select where to send their certificates following their education.
 - Official kickoff date for **wichealth.org** is October 1st
 - If you would like to start using this application immediately please provide your information by September 30th

- Plan for how your local agency will conduct follow up
 - It is up to local agency as to how/when they will receive follow up calls from participants.
 - However, per revised policy 6-2 (posted separately under State Plan on www.wic.mt.gov)
 - Local agencies must document the specific title of the education and follow up content in the participants chart
 - Local agencies must determine the next nutrition education method according to the nutrition care plan

Four flyers are attached:

- 1) **wichealthsupport.org**—provides information you can find at www.wichealthsupport.com
- 2) staff flyer—provides information about **wichealth.org**
- 3) participant flyer—provides information about how to use the site, gives a list of the lessons to choose from, and a space to write down household ID and e-mail address
- 4) packet insert—conveniently prints in tri-fold with easy “how-to” instructions for participants to follow

In order to view or test **wichealth.org** the way your participants will see the Web site please use:

- User name: montanademo
- Password: wichealth

Your local agency may begin using wichealth.org when:

- Your local agency’s e-mail address has been set up (communicate this to Tara)
- Your local agency has been registered at the support site
- Your local agency has a plan in place for the interactive follow-up